

Vacancy Announcement #00- 341 MF/sp

LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY ANNOUNCEMENT (As revised: See ATF B.6200.1 or "General Information" below)

POSITION: Program Manager (Criminal Investigator), GS-1811-14

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Firearms, Explosives and Arson
Firearms Programs Division
International Programs Branch
Washington, D. C. 20226

OPENING DATE: July 27, 2000

CLOSING DATE: August 24, 2000

AREA OF CONSIDERATION: Bureau-wide

DUTIES: Functions as policy developer and manager for the Branch. Provides professional leadership and guidance in extending, improving, and monitoring the existing program and devising, developing, and implementing innovative changes and long term improvements. Serves as an advisor to top level Bureau management on all policy issues and technical matters concerning the program. Reviews, evaluates, and recommends improvements to the program. Performs complex, in-depth studies. Responsible for assembling needed personnel resources; identifying goals and objectives; developing plans of action; directing and coordinating the preparation of reports of progress; and implementing recommendations upon their approval. Functions as a principal ATF spokesperson and point of contact regarding the program. Prepares and presents briefings and papers. Provides technical assistance to Bureau managers. Provides leadership and guidance to managers on the impact and implementation of new developments, trends, technology, and other matters affecting the program.

ELIGIBILITY REQUIREMENTS: GS-1811-13 employees who have one year in grade within 60 days of the closing date of this announcement are eligible for consideration. In addition, GS-1811-14 employees eligible for non-competitive reassignment as defined in ATF Order 2335.2E may apply.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including time-in-grade requirements, within 60 days of the closing date of this announcement. Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

EVALUATION METHODS: Applicants applying non-competitively are required to submit the same documents as those applying competitively. Submission of an ATF F 2335.2, Voluntary Application for Reassignment/Promotion Consideration, is no longer required and will not be sufficient to receive consideration for the position.

Applicants applying competitively will be evaluated and given points on performance appraisal, experience, awards, self-development and the Supplemental Experience Statement. Credit for self-development will be assigned based on information provided by the applicant on ATF F 2335.31, Merit Promotion Application (LE). Credit for awards will be assigned based on information provided by the applicant on ATF F 2335.31 and required award supporting documentation as described in the application procedures. Points for the performance evaluation will be given on information provided in one of the following: (1) the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or (2) the three most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score. Points for experience will be awarded using the attached chart. One full year of on-the-job experience is necessary to be eligible for experience points

SUPPLEMENTAL EXPERIENCE STATEMENT (KSAs)

**Candidates must address KSA's themselves.
Supervisors are no longer responsible for narratives.**

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge, skills and abilities.

1. Knowledge of the program responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional policies, and the interrelationship between various directorates.
2. Ability to work with and through others to accomplish objectives.
3. Ability to perform complex studies and analytical assessments and make sound recommendations.
4. Ability to effectively plan and organize work while adjusting to changing workloads, resources and priorities.
5. Ability to communicate orally in a concise, organized manner; conduct briefings, and coordinate briefings prepared and presented by others.
6. Ability to prepare and review written communications.

CONDITIONS OF EMPLOYMENT

- A pre-employment drug test is required.
- A pre-employment background investigation is required.

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. All applicants will be notified by Personnel upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. All applicants will be rated and ranked by a panel and must meet a minimum cut-off score to be considered for the Best-Qualified List.
5. The Best-Qualified List (BQL) will consist of the top five scoring applicants who meet the cut-off score and will be referred in alphabetical order. Additional candidates may be certified and forwarded to the selecting official if measurable distinctions cannot be made among the total number of candidates who meet the cut-off score.

HOW TO APPLY:

- A. Candidates may submit a Merit Promotion Application (ATF F 2335.31), OF-612, SF-171, or resume. These forms may be obtained by contacting us at the address and telephone number below or downloaded from the Internet www.opm.gov/forms/. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
 2. Full name, social security number and mailing address.
 3. Daytime and evening telephone numbers
 4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
 5. Average hours worked for each position if other than 40 hours per week.
 6. Name, location and date of high school and college attended.
 7. Type of degree, if any, date received, GPA, major/minor field of study.
 8. Relevant training: course titles, dates, and number of hours and institutions.
 9. Description of awards, honors, and special qualifications such as language, computer skills, and typing speed and year received.
- B. Additional information/completed forms should be submitted:
1. Written response to the Supplemental Experience Statement.
 2. Most recent performance appraisal of record (not subject to a discrimination challenge) OR the three most recent performance appraisal ratings of record (not subject to a subject discrimination challenge.) **If you do not submit a performance appraisal, you WILL NOT receive credit for that portion of evaluation process.**
 3. Current/former Federal employees - SF-50 reflecting competitive status.
 4. Self-initiated training and self-development (**courses, training sessions or seminars that are three or more days in length**); month/year of class, title and length of class.

CTAP/ICTAP:

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they met the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty station. They must be rated well qualified for the position. To be well qualified for the position, applicants must meet the mid-level range of the crediting plan for all factors.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division
ATTN: Merit Promotion Branch, Room 4170
650 Massachusetts Avenue, NW
Washington, DC 20226

(202) 927-8610 main number (202) 927-8649 fax number (202) 927-7964 TDDY
You may also use web-site www.usa.jobs.opm.gov to find out about other job opportunities

AN EQUAL OPPORTUNITY EMPLOYER
ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX,
AGE, NATIONAL ORIGIN, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION OR ANY
OTHER NONMERIT REASONS.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: # 00-341 MF/sp

Position Title, Series and Grade: Program Manager (Criminal Investigator), GS-1811-14
International Programs Branch

Name and Address *(applicants, please complete)*

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The results of your application for consideration for this position are as follows:

- ☐ Your name was referred to the selecting official; however you were not selected.
- ☐ You met the basic qualifications for the position, but were not on the best-qualified list.
- ☐ You were selected for the position.
- ☐ You were found to be ineligible/not qualified as indicated below:

- | | |
|--|---|
| <input type="checkbox"/> Lack general experience | <input type="checkbox"/> Lack required time in grade |
| <input type="checkbox"/> Lack specialized experience | <input type="checkbox"/> Lack education requirements |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |

Other: _____

☐ Recruitment under this announcement has been canceled.

☐ Other: _____

Personnel Staffing Specialist Date

Your application has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel for:

Vacancy Announcement: # 00-341-MF/sp

Position Title, Series and Grade: Program Manager (Criminal Investigator), International Programs
Branch, GS-1811-14

The Personnel Division is unable to release specific information on job.

Name and Address *(applicants, please complete)*

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